



Deputy Clerk Team Leader

Details

Job ID : 441

Title : Deputy Clerk Team Leader

Job Code : 551

Salary : \$1,818.33 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Circuit Court Clerk

Purpose

RESPONSIBLE FOR ASSISTING THE CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES. THIS POSITION ONLY EXISTS IN COUNTIES WITH 19 OR LESS FTE'S

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Required Knowledge

- NOTE: GRADE 4, 5, 6, 7 DEPENDENT ON INDIVIDUAL'S CURRENT POSITION; SALARY 5% ABOVE CURRENT SALARY

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- MUST BE ABLE TO KNEEL, CROUCH OR CLIMB
- COMMUNICATION SKILLS

Job Preferred Knowledge

- ABILITY TO MULTI TASK AND WORK WITH OTHERS ON COMMON TASKS

Job Duties

- OVERSEES A SPECIFIC DIVISION IN THE OFFICE AND SUPERVISES AT LEAST TWO EMPLOYEES
- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY
- OTHER DUTIES AS ASSIGNED